

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAMINATION FOR: AUDIT DIRECTOR

Open Competitive Exam #1679
SALARY: \$65,000 to \$85,000p/yr

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, **must be on file** at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

APRIL 4, 2005

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF DUTIES: Under direction of the Financial Audit and Review Commission, administers a city auditing program by planning, supervising and participating in the inspection and audit of the accounts and records of financial transactions as maintained in each department, office or agency of the City. Plans, organizes and supervises the application of audit procedures established by law including City ordinances. Formulates and applies audit procedures to ascertain the accuracy and efficiency of the municipal accounting system. Establishes and monitors a system of internal controls within individual municipal departments. Prepares interim and year end financial statements of the condition of all City funds. Investigates discrepancies in accounts and failures of accounting. Makes periodic and special reports to the Financial Audit and Review Commission, and recommends solutions to problems. Maintains close liaison with all City departments as their functions pertaining to the financial affairs of the City, to insure that the financial aspects of the City are being conducted in an efficient and proper manner. Does other related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Comprehensive knowledge of auditing procedures and practices. Knowledge of the theory and practices of accounting and financial reporting, particularly in relation to municipal accounting. ability to Audit all departments of the City and issue financial statements using current Governmental Accounting, Auditing and Financial Reporting Principles. Working knowledge of automated data processing and control techniques. Considerable ability to read and interpret laws and regulations. Considerable ability to evaluate and analyze accounting forms, methods and procedures. Ability to establish and maintain effective working relationships with other City employees. Ability to analyze accounts and prepare accurate and complete statements and reports of findings. Ability to supervise and review the work of other accountants and auditors.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE: Five years experience in municipal accounting, internal auditing or fraud examination auditing. Bachelor's Degree in Accounting required.

SPECIAL NOTE: Three (3) year contract provision by City Charter.

The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V